

CAREGIVER BACKGROUND CHECKS SUBSTANTIALLY RELATED INVESTIGATION REPORT

Use of form: Use of this form is voluntary.

Instructions: When the results of a background check contains information that the individual was convicted of any crime that is not an automatic bar to employment, the licensee must determine whether that crime substantially relates to the care of children or the operation of the program. This form can be used as a tool to help make that determination.

Date - Form Completed (mm/dd/yyyy)	Name - Person Completing Form		
Name - Employee		Date Hired (mm/dd/yyyy)	Date of Review (mm/dd/yyyy)
Employee Role / Position	Employment Decision <input type="checkbox"/> Employed <input type="checkbox"/> Employed with limitations / restrictions <input type="checkbox"/> Terminated		

OFFENSE(S) OR PENDING CHARGE(S) CONSIDERED

Conviction(s) - Include date(s) for each item listed.

☐ Yes ☐ No Does this crime(s) bar a person from working with children unless the person has been determined to be rehabilitated as described in HFS 12? **Note:** If "Yes" the person may not work with children until rehabilitation approval has been granted.

Pending Charge(s) if any are known to the reviewer. Include date(s) for each item listed.

THE OFFENSE

Specify whether intent is an element of the offense.

Based on documents reviewed (police report, criminal complaint), specify any elements or circumstances of the offense which might substantially relate to the job duties or circumstances of the job.

Specify any pattern of offenses.

Specify the extent to which the offense relates to children or the activities of the center.

Specify whether the crime involves violence, threat or harm.

Specify whether the crime is of a sexual nature.

THE INDIVIDUAL

Specify the number and type of offenses for which the individual has been convicted.

Specify the length of time between the conviction and the employment decision.

Specify whether the person participated in or completed any pertinent programs of a rehabilitative nature.

Specify what the individual's probation or parole status is.

Specify the individual's ability to perform or continue to perform the job consistent with the safe and efficient operation of the program and the confidence of persons who will have contact with this employee.

Specify the age of the individual on the date of conviction or dates of convictions.

THE JOB

Describe the nature and scope of the employee's job and contact with children.

Describe: 1) The nature and scope of the employee's discretionary authority and degree of independence in judgment relating to decisions or actions which affect the care of clients; and, 2) The employee's responsibility for making independent decisions relating to the care of children.

Describe any opportunity the job presents for the commission of similar offenses.

Describe the extent to which acceptable job performance requires the trust and confidence of children and their parent(s) or guardian(s).

Describe the amount and type of supervision this employee receives in this position.

ADDITIONAL COMMENTS, IF APPLICABLE

CONCLUSION

☐ Yes ☐ No Does the crime substantially relate to the care of children?

Action taken - specify.
